

BYLAWS  
for  
TECHNICAL ADVISORY COMMITTEE  
of  
COLLIER  
METROPOLITAN PLANNING ORGANIZATION

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**Section 1. Name**

The name of this Committee shall be the Technical Advisory Committee (TAC) of the Collier Metropolitan Planning Organization (MPO).

**Section 2. Purpose**

A. The TAC shall serve the MPO in an advisory capacity on technical matters regarding all modes of travel.

B. The functions of this Committee shall include, but not be limited to, the following:

1. To review and make appropriate technical analyses on other transportation planning issues.
2. To promote coordination among agencies, members, and transportation planning and programming;
3. To review the technical sufficiency, accuracy and completeness of appropriate studies, plans, programs or public information documents and advise the MPO thereof;
4. To make priority recommendations to the MPO for transportation plans and program implementation based upon the needs as determined by technical studies;

**Section 3. Membership, Appointments, Qualifications and Terms:**

A. Membership of the TAC shall include, but not be limited to, representatives from departments and agencies with responsibilities for the planning, operating and/or development of transportation facilities and services within the Collier County

area, as approved by the MPO. Each member agency representative shall be duly appointed by the member agency and shall serve at the pleasure of his or her member agency. The MPO Staff shall be notified in writing of the appointment, reappointment or replacement of a member agency's representative.

- B. The TAC shall be composed of voting and non-voting members.
- C. An official alternate member can be designated by the affected voting member agency by providing such designation in writing to the MPO. The so designated alternate member has to be another employee of the member agency and has the capacity to act on behalf of the voting member. Except in extraordinary circumstances, the MPO staff shall be notified in writing (including email) of the attendance of the alternate member due to the absence of the official TAC member at least twenty-four hours in advance of any Committee meeting. The alternate member may vote only in the absence of the official voting member on a one-vote-per-member basis.

The Voting and Non-Voting Member Agencies are as follows:

**VOTING MEMBER AGENCIES**

*Collier County*

- Growth Management Department – Transportation Engineering and Construction Management Division
- Growth Management Department - Transportation Planning Division

*Collier Area Transit*

- Collier County Public Services Department – Public Transit & Neighborhood Enhancement (PTNE) Division

*Collier County Airport Authority*

- Airport Authority

*City of Naples*

- Engineering
- Planning

*City of Naples Airport Authority*

- Airport Authority-Engineering and Planning

*City of Marco Island*

- Community Development Department
- Public Works Department

*City of Everglades City*

- Mayoral Appointment

*Collier County School District*

- Transportation or Planning

*Regional*

- Lee County Metropolitan Planning Organization
- Southwest Florida Regional Planning Council

**NON-VOTING MEMBER AGENCIES**

*A Representative from A Local Environmental Agency*

- Planning

- D. All TAC members (voting, non-voting, and alternates) must identify themselves on the attendance roster as to the member agency represented and type of membership.
- E. The MPO staff will be responsible for maintaining a current list of the names of voting, non-voting and alternate members.

**Section 4. Officers and Duties:**

- A. A Chair and a Vice-Chair of the TAC shall be elected at the first regularly scheduled meeting of each calendar year and shall hold the offices until their successors are elected.

- B. Any voting member may nominate or be nominated as an officer. All elections shall be by a majority vote of voting members present.
- C. The Chair shall preside at all meetings and shall be responsible for the conduct of all meetings. The Chair shall also serve as a liaison between the TAC and the MPO and its other advisory committees whenever the need arises. In the absence of the Chair, his/her alternate may sit only as a voting member of the Committee.
- D. The Vice-Chair shall, during the absence of the Chair or his/her inability to serve, have and exercise all of the duties and powers of the Chair. The Vice-Chair shall also perform such duties as may be assigned him/her by the Chair.
- E. If both the Chair and Vice-Chair are absent from a meeting, the committee shall elect a voting member present to be the Chair for that meeting. Any vacancy in an office created by a resignation or replacement of an Officer shall be filled by a majority vote of voting members. The Officer so elected shall fill the remainder of the unexpired term of the vacant office. If, at any time, the TAC concludes that an Officer is not performing his/her duties in accordance with Section 4, Subsection C, it may recommend removal of that Officer to the MPO.

**Section 5. Meetings:**

- A. The TAC shall meet monthly at a date, time and place acceptable to a majority of the voting membership. The date or time may be changed by a majority vote if seven (7) calendar days notice is given to the voting members.
- B. A seven (7) calendar day notice shall be given for regular meetings. Special meetings may be called by the Chair with a minimum of three (3) calendar day's notice, indicating the reason for the meeting and notifying all members. Agendas



shall be prepared by the MPO staff prior to all meetings. Agendas should be sent with meeting notices and, whenever possible, minutes of the previous meeting, at least seven (7) calendar days prior to any regular meeting and at least three (3) calendar days prior to any special meeting.

1. Any item requiring immediate Committee attention may be brought before the committee by any TAC Member or MPO Staff member, even though it is not on the agenda by making a request any time prior to the approval of the agenda during a TAC Meeting, and upon receiving a majority vote in favor of adding the item to the agenda. The TAC shall decide if action is to be taken at that meeting or at a subsequent meeting.
  2. Members of the public may request to place items on an agenda by notification to the MPO Staff fourteen (14) days before the scheduled meeting. The Chair shall decide if action is to be taken at that meeting or at a subsequent meeting.
- C. Each voting member shall have one vote.
- D. In order to conduct official business, a quorum shall consist of at least three (3) of the voting members, or their designated alternates, being physically present at each meeting. A vote of the majority of the participating voting TAC members, or their designated alternates, shall be required to take affirmative action on issues before the committee.
- E. All meetings will be open to the public.
- F. Except as otherwise provided in these Bylaws, Roberts Rules of Order shall govern unspecified procedural issues that may arise during meetings.

**Section 6: Amendments:**

These Bylaws may be amended by an affirmative vote of the majority of the participating voting TAC members or their designated alternates, provided a copy of the proposed amendment shall have been sent to every member at least seven (7) calendar days before it is to be voted on. All proposed amendments shall be voted on at regular meetings. Any and all amendments to the Bylaws will become effective upon endorsement by the Collier MPO.

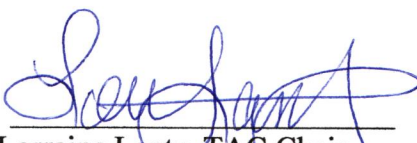
**Section 7: Previously Adopted Bylaws:**

These Bylaws supersede and replace any and all Bylaws previously adopted by the Technical Advisory Committee.


**Section 8. Effective Date:**

These Bylaws for the Technical Advisory Committee of the Collier Metropolitan Planning Organization were hereby adopted in an open session with a quorum present and voting on \_\_\_\_\_ 2021 by the Technical Advisory Committee and subsequently endorsed by the Collier Metropolitan Planning Organization on March 12, 2021.

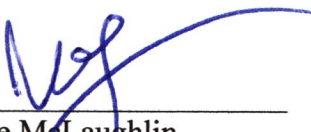
TECHNICAL ADVISORY COMMITTEE


By:   
Lorraine Lantz, TAC Chair

METROPOLITAN PLANNING ORGANIZATION

By:   
Councilwoman Elaine Middelstaedt, Esq., MPO Chair

ATTESTED

By:   
Anne McLaughlin  
MPO Executive Director

COUNTY ATTORNEY  
By:   
Scott R. Teach, Deputy County Attorney